

CITY OF BURIEN, WASHINGTON MEMORANDUM

DATE: July 27, 2007
TO: Mayor McGilton and City Council
FROM: Scott Greenberg, AICP, Community Development Director
SUBJECT: Quarterly Permit Activity Report—2nd Quarter 2007

1. CONSTRUCTION-RELATED PERMITS ISSUED—QUARTERLY:

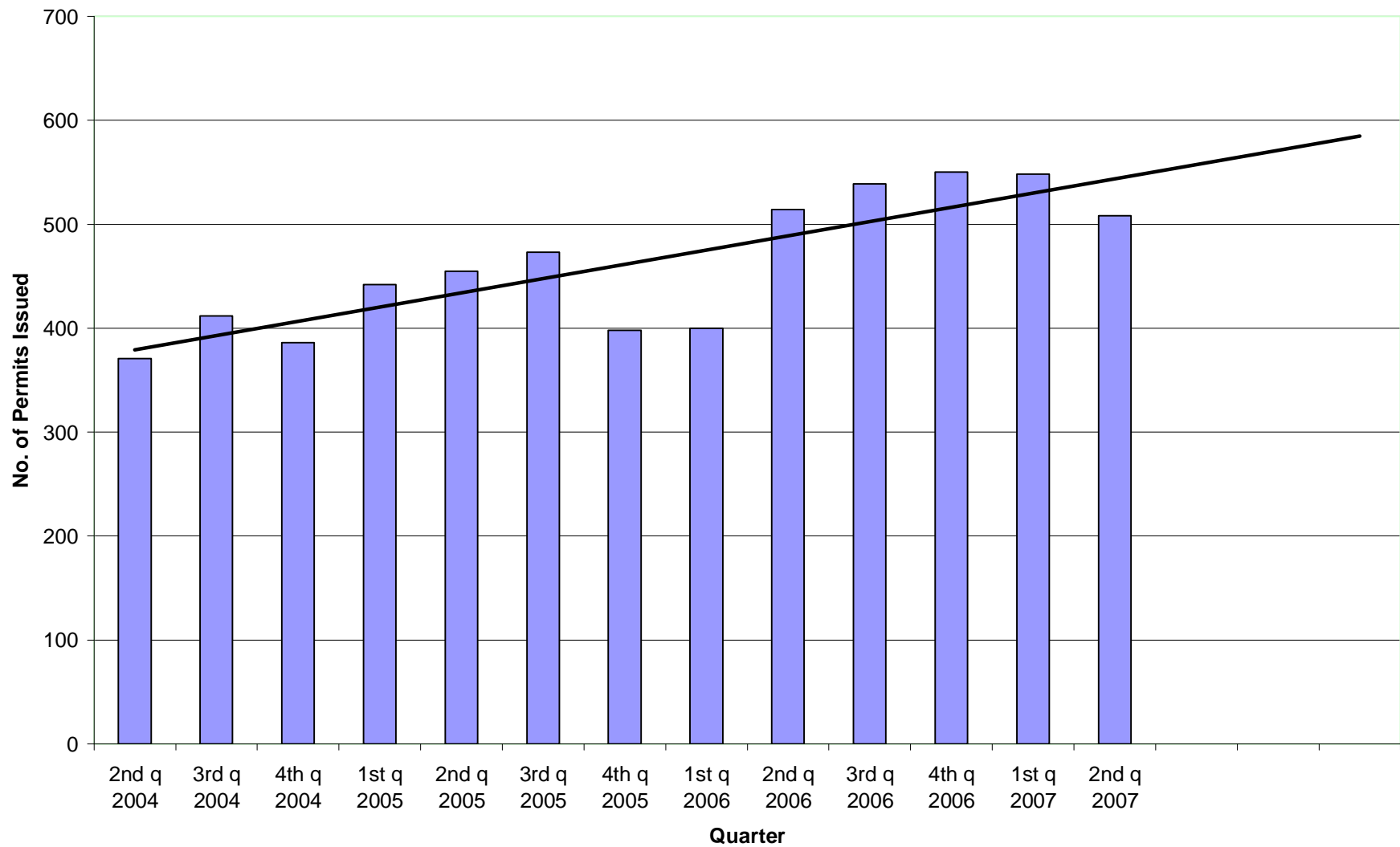
The chart below shows the number of different construction-related permits issued over the past two years, along with the revenues generated by those permits. The number of permits issued in the 2nd quarter of 2007 exceeded 500 for the 5th consecutive quarter. During the quarter, we began providing permit status information online through www.mybuildingpermit.com. A copy of a typical status screen is attached. Citizens can search for permits by permit number; tax parcel number; partial or full addresses; or dates the permit was applied for, issued or finalized. The data is updated twice daily, giving almost real-time information. Permit status information prior to June 2007 is generally not available online; but information for newer permits will be fully available online.

ISSUED PERMITS	2nd q 2005	3rd q 2005	4th q 2005	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	1 st q 2007	2nd q 2007
Building	82	89	58	52	117	128	98	62	100
Demolition	0	3	2	2	2	3	2	12	8
Electrical	160	160	132	137	162	150	178	242	191
Fire Protection	10	19	12	16	13	16	20	25	8
Clear and Grade	0	0	0	0	0	0	0	0	0
Mechanical	48	63	79	64	61	73	66	61	61
Plumbing	40	26	28	30	30	33	42	21	26
Right-of-Way	91	89	65	73	90	95	113	107	85
Sign	24	24	22	26	39	41	31	18	29
TOTALS	455	473	398	400	514	539	550	548	508
Revenues	\$213,409	\$160,928	\$130,683	\$149,498	\$247,229	\$305,063	\$304,006	\$295,110	\$229,807
Valuation	\$11,080,000	\$9,053,000	\$7,729,000	\$6,031,000	\$25,082,000	\$21,835,000	\$12,360,000	\$37,016,121	\$16,684,539

CONSTRUCTION-RELATED PERMITS ISSUED--ANNUAL SUMMARY:

	2005	2006	2007 (thru June)
Permits Issued	1768	2003	1056
Total Revenues	\$683,345	\$1,005,796	\$524,917
Total Valuation	\$39,484,000	\$65,308,000	\$53,700,660

Quarterly Permit Issuance



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2. CONSTRUCTION-RELATED PERMITS—PROGRESS IN MEETING TARGET APPROVAL DATES

The Community Development Department has adopted a set of “target approval dates” for the review and approval of many of our construction-related permits. These timelines are goals that we strive to meet on a daily basis. We have been tracking progress in meeting these goals since October, 2006. The following chart shows types of permits that are being tracked along with the review target and what percentage of these permits were reviewed and approved within the established target. Of the 415 permits issued that have target approval dates, 401 were reviewed and issued within our adopted targets. Approximately 76% of all permit applications (315 permits) were issued over-the-counter or online. The remaining 100 permits required plan review or needed additional information prior to being issued. The review periods exclude time the city was waiting for an applicant to respond to a correction letter.

ISSUED PERMITS	Target Approval Date	4 th q 2006	1 st q 2007	2 nd q 2007
Building Permits				
Single-Family New	6 weeks	77%	83%	89%
Single-Family Addition	6 weeks	100%	100%	96%
Single-Family Remodel	4 weeks	95%	100%	89%
Multi-Family/Commercial New	10 weeks	100%	100%	50%
Multi-Family/Commercial Addition	8 weeks	n/a*	n/a*	n/a*
Multi-Family/Commercial Tenant Improvement	6 weeks	100%	93%	100%
Building Permits--TOTAL		89%	95%	93%
Other Permits				
Electrical Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	100%
Mechanical Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	92%
Plumbing Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	100%
Sign Permits	2 weeks	93%	100%	97%
ALL PERMITS		96%	99%	97%

*-None issued during period

3. E-PERMITS (NEW!)

In the 4th quarter of 2006, the City began accepting and issuing simple electrical, mechanical, plumbing and re-roof permit applications online through www.mybuildingpermit.com. Online submittal and issuance of permits is an expanding technology that directly benefits our customers. An applicant registers with mybuildingpermit.com, completes some basic application information, pays fees with a credit card and the permit is issued automatically via e-mail. One of our Permit Technicians also receives an e-mail with the permit information, which she must manually enter into our local tracking system. We are working on back-end integration between the two systems to eliminate this manual step. This will lead to greater efficiencies at our permit center.

As shown below, the number of applications being submitted and issued online has been increasing over the past 9 months. The percentages shown are percent of the total number of permits of that type that were issued. Not all permits or permit types are currently eligible for online permitting (such as building permits, sign permits and other permits that require plan review). While our number of online permits currently represent a small portion of the total permits we issue, we expect online use to continue to grow and are working with our e-gov alliance partners to expand the online permit program to other types of permits. The other partners report an average of 47% of eligible permits are now being submitted online in their jurisdictions.

E-PERMITS ISSUED	4 th q 2006	1 st q 2007	2 nd q 2007
Electrical	6 (4%)	10 (4%)	27 (14%)
Mechanical	6 (10%)	23 (38%)	21 (34%)
Plumbing	8 (20%)	6 (30%)	7 (27%)
TOTALS	20 (5%)	39(10%)	55 (13%)



4. MAJOR CONSTRUCTION PERMITS ISSUED IN 2nd QUARTER (over \$400,000 valuation; excluding single-family):

Permit No.	Address	Project or Applicant	Project Description	Valuation	Issued
BLD-07-0056	15840 1 st Av. So.	Albertsons	Tenant Improvements	\$1,120,000	4/1/07
ELE-06-1960	1 st Av. So.	City of Burien	1 st Av. So. electrical improvements	\$463,000	5/16/07
BLD-07-0048	414 SW 150 th St.	Burien Towne Plaza	Site development for Bartell & associated retail	\$2,000,000	5/24/07
BLD-06-1883	14413 Ambaum Blvd. SW	Hoag Professional Center	Demolition of existing structure and construction of 4,220 sf office building	\$617,000	6/11/07

5. CONSTRUCTION INSPECTIONS:

Burien has three full-time inspectors. These inspectors perform a variety of building, electrical, plumbing and mechanical inspections. The inspectors spend an average of 5 hours per day on inspections and related activities (such as entering inspection results, communication with applicants, driving between inspections, etc.) and about 3 hours per day answering phone calls, doing plan reviews and assisting at the permit counter. Each inspection averages 45 minutes to an hour (or more for large commercial projects), allowing for an average of up to 5 to 7 inspections per day per inspector. During peak times or vacations, 10-15 inspections per day is common. This reduces the amount of time the inspectors can spend in City Hall with their other duties.

Currently, inspection requests are called into a voice mail system (206-248-5525), where they are manually removed and written on paper by the inspectors. At the end of each day, the inspection information is manually entered into our tracking system. We are working with our e-gov alliance partners on an online inspection request system that could eventually be fully integrated with our tracking system—eliminating the manual entry of inspection requests. A future addition could be wireless laptop computers for each inspector, who can enter information in the field, directly into the tracking system.

INSPECTIONS	2nd q 2005	3rd q 2005	4th q 2005	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	1 st q 2007	2nd q 2007
No. of Inspections	976	1088	1184	1189	1936	2000	1289	1655	1371
No. of work days in quarter	64	64	61	62	64	63	60	62	64
Average No. of inspections per day per inspector	7.6	8.5	9.7	6.4	10.1	10.6	7.2	8.9	7.1
No. of inspectors	2.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0

CONSTRUCTION INSPECTIONS--ANNUAL SUMMARY:

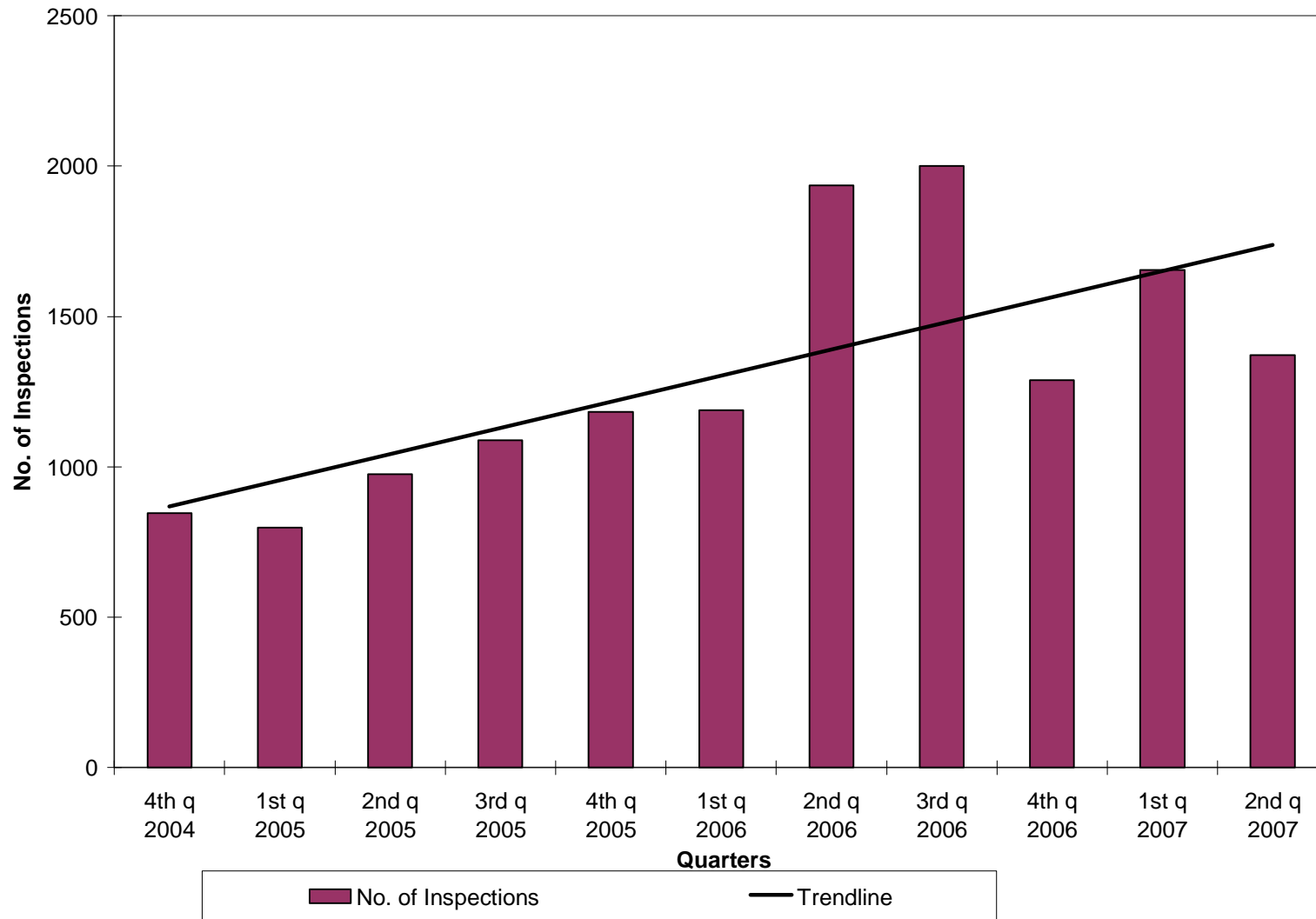
	2005	2006	2007 (thru July)
No. of Inspections	4046	6414	3026
No. of work days in year	251	249	126
Average No. of inspections per day per inspector	8.1	8.6	8.0

6. NORMANDY PARK PLAN REVIEWS AND INSPECTIONS:

In January, 2006, Burien began providing plan review and inspection services to the City of Normandy Park. These services are provided by Burien's Building Official and our three inspectors. The following chart shows the number of plan reviews and inspections performed by Burien staff on behalf of Normandy Park:

INSPECTIONS	1st q 2006	2nd q 2006	3 rd q 2006	4th q 2006	TOTAL 2006	1 st q 2007	2 nd q 2007
No. of Plan Reviews	4	9	29	6	48	17	21
No. of inspections	136	131	200	205	672	221	272
No. of work days in quarter	62	64	63	60		62	64
Average No. of inspections per day	2.2	2	3.2	3.5		3.6	4.3

Inspections Per Quarter



7. LAND USE PRE-APPLICATION MEETINGS:

Pre-application meetings are required for most planning and land use-related actions. Meetings are held every other Thursday for up to 4 pre-application reviews. Staff from planning, building, public works, fire, and police attend as needed to discuss fatal flaws and to identify various requirements for a proposed development. A written report is provided to the applicant, as well as meeting minutes. The \$262 filing fee is credited toward future land use application fees. Although this service requires a substantial amount of staff time, it has proven to be valuable to both the applicant and the city and helps to expedite the formal review later in the process.

The following chart shows the number of pre-application reviews by project type.

Pre-Application Project Type	1 st q 2005	2 nd q 2005	3 rd q 2005	4 th q 2005	2005 Totals	1 st q 2006	2 nd q 2006	3rd q 2006	4 th q 2006	2006 Totals	1 st q 2007	2 nd q 2007
Short Plat (4 or fewer lots)	7	10	6	5	28	3	7	4	4	18	6	3
Subdivision (5 or more lots)	1	2	0	0	3	0	4	2	1	7	0	3
Multi-Family	1	0	1	2	4	0	1	0	3	4	1	0
Critical Area Review—Single-Family	3	6	9	1	19	3	4	2	2	11	2	4
Critical Area Review—Other	0	1	1	0	2	0	2	0	1	3	1	0
Commercial/Mixed Use—New	2	2	4	6	14	1	2	3	1	7	2	4
Commercial/Mixed Use—Addition, Renovation	2	1	0	0	3	1	1	2	0	4	3	0
Change of Use	1	1	1	0	3	0	1	0	0	1	1	0
Other	2	0	4	1	7	3	2	2	3	10	1	1
TOTALS	19	23	26	15	83	11	24	15	15	65	17	15

8. LAND USE APPLICATIONS:

We received the following types of planning and land use applications during the quarter, categorized as shown below. We are working on having land use application information and status online through mybuildingpermit.com in the 3rd quarter of 2007.

Project Type	1 st q 2005	2 nd q 2005	3 rd q 2005	4 th q 2005	2005 TOTALS	1 st q 2006	2 nd Q 2006	3rd Q 2006	4th Q 2006	2006 TOTALS	1 st Q 2007	2 nd Q 2007
Accessory Dwelling Unit		4	3	4	11	1		2		3	1	4
Critical Area Review—Admin.			1		1	3		2		5	1	3
Critical Area Review—Type 1	3	2	1	1	7	2		1		3	2	
Lot Line Adjustment	3	3		1	7			1	1	2	7	3
Land Use Review—Type 1	1	3	4	1	9	4	4	4	1	13	2	2
Land Use Review—Type 2	1		2		3					0		
Land Use Review—Type 3			1	1	2	1			2	3		
Master Sign Plan			1		1			1		1	1	
Multi-Family Tax Exemption					0					0	1	
Rezone					0		1			1		
SEPA Review (added 2006)					0	2				2		
Shoreline Exemption			1	1	2		2	1	1	4		2
Short Plat--Preliminary	7	3	8		18	1	6	4		11	5	1
Short Plat--Final	2	3		3	8	1	3	2	3	9	4	3
Subdivision--Preliminary	1		1	1	3		1	1	1	3		1
Subdivision--Final	1				1			1	2	3		
Tree Removal Permit	4	4	3	4	15	3	2	4	7	16	2	5
Temporary Use Permit	1	8	4		13	2	4	3		9		3
TOTALS	24	30	30	17	101	20	23	27	18	88	26	28

9. LAND USE DECISIONS:

We issued 11 planning/land-use related decisions in the 2nd quarter of 2007 (total of 15 for the year). The following lists the planning and land use-related decisions that have target issuance dates. We met 64% of our target review dates in the quarter.

APPLICANT	PERMIT NUMBER	REVIEW PROCESS	REVIEW TARGET (days)	CITY REVIEW TIME (days)	MET TARGET?
Shonki Ram Short Plat	PLA-07-0281	I	120	54	Yes
Irma Martin Short Plat	PLA-07-0282	I	120	59	Yes
Shorewood Elementary School	PLA-06-1958	III	120	158	No
Little C.A.R.	PLA-07-0126	I	120	72	Yes
Muscatel Subdivision	PLA-06-2159	III	120	138	No
Urban Partners—Design Review	PLA-07-0564	I	90	47	Yes
City of Burien Storm Pond	PLA-06-2022	III	120	146	No
June Mills Short Plat	PLA-07-0528	I	120	47	Yes
Michael Schafer C.A.R.	PLA-07-0609	I	120	36	Yes
JSD Development Short Plat	PLA-07-0091	I	120	70	Yes
Rosatto Subdivision	PLA-06-1415	III	120	173	No
AVERAGE				91	
MEDIAN				70	

Type I Review: Administrative (Director) decision

Type II Review: Hearing Examiner hearing and decision

Type III Review: Hearing Examiner recommendation and City Council decision

LAND USE DECISIONS--ANNUAL SUMMARY:

	2000	2001	2002	2003	2004	2005	2006	2007 (thru June)
Number of Decisions Issued	16	14	34	20	28	43	34	15
Percent Issued By Target Date	69%	50%	65%	68%	79%	74%	79%	67%